



**Warrington
& Vale Royal
College**

Our mission is: 'Realising potential, transforming lives'

JOB DESCRIPTION

Job Title: **Caretaker**

Responsible to: **Facilities and Health and Safety Officer**

Accountable to: **Director of Estates**

Job purpose

To provide an efficient, safe and customer focused service for students, staff and the general public at College campuses.

Key responsibilities

- Ensure that the security of the building and people are maintained, and authorised access can be gained to the Campus and its buildings.
- Be responsible for holding and issuing keys and ensuring the buildings are locked and unlocked as required for College business. Ensure all windows are locked, when securing the premises.
- Operate security equipment as required, including intruder alarms, cctv surveillance equipment. The Operations Team are responsible for ensuring they are able to use equipment, which may be purchased in the future as business demands (full Training will be given).
- Ensure that contact can be made at all times whilst on duty by carrying a radio and/or mobile phone.
- All incidents must be recorded on the Incident Report Form; these include damage to



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windows, property, personal property etc.

- Ability to communicate at all levels with staff, students, visitors and contractors when required to do so. This must be with courtesy at all times.
- Act as part of the Emergency Management Team and call out the emergency services as required. Liaise with Site, Duty, or Senior Management whenever possible and carry out tasks as requested or specified. In the absence of Duty Principal/Senior Manager effect a safe emergency evacuation as per procedures.
- Give assistance to the emergency services when on site including silencing alarms and replacing break glass when required to do so.
- Carry out weekly fire alarm testing at random call points throughout the College and record test/findings in the Fire Testing Training Record Book.
- Act as a designated First Aider and attend to injuries when required. Call the ambulance if needed and record incidents in the Accident Book.
- Maintain surveillance of vehicle movement and parking.
- Receive, sort and deliver letters, parcels and goods at times and places designated.
- Responsible for setting up of classrooms as per 'Classroom Standards'
- Assist in removal of furniture, storage of furniture, classroom moves or structural changes to room use.
- Provide portage support including removal of heavy waste of materials to bulk storage bins or skips.
- Undertake minor maintenance work including replacing light bulbs and any other reasonable tasks, which are requested by your Line Manager.
- Carry out minor cleaning tasks in the absence of cleaning staff. Remove any waste litter in and around the buildings, also remove any graffiti.
- Carry out routine inspection of maintenance of buildings and equipment to an agreed schedule also emergency repairs to be undertaken as required within capabilities.
- Undertake delivery and setting up of materials and stands for marketing events, which are held off-site.
- Carry out work, which may be directed by Line Manager at other College Centres off site.
- Drive college vehicle including passenger carrying minibuses.



- Work alongside the maintenance team and undertake general maintenance duties and/or assist other tradesmen.
- Provide caretaking cover for 'out of hours' events throughout the year

Professional Standards

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College



Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our College values are:

We put our students and customers first - prioritising students and their learning and progress, realising their potential, delighting our customers

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, rewarding them for the work they do

We pursue excellence in all we do - a passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, embracing new technologies, anticipating and responding to ongoing economic and social needs and demands, maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth

We collaborate and work in partnership with others - actively seeking opportunities to work with others in the best interests of the college community and key stakeholders.

We operate sustainably, ethically and responsibly - taking action to achieve net zero carbon targets, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency - ever-mindful of an increasingly risk-laden operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- Driving licence (no more than 3 points)
- Basic numeracy and literacy
- Must have or be willing to undertake training for a First Aid certificate

Experience and knowledge

- Previous experience of working with the general public
- Must be able to demonstrate basic maintenance skills and ability to work with maintenance team/tradesmen.
- Category D1 on driving licence

Skills and abilities

- Proven ability to deal with all kinds of people in a positive but friendly and helpful manner in a variety of circumstances which may be unpredictable and unusual
- Demonstrate a flexible and adaptable approach
- Demonstrate the ability to be decisive
- Be in a state of physical fitness adequate to meet the demands of lifting, carrying and patrolling on foot
- Must be trustworthy, honest and respect the confidential nature of the job
- Must have good customer care skills
- Must be a team player
- Must be able to embrace new ideas and changes to working practice
- To contribute to and maintain College values
- Must demonstrate suitability to work with children and vulnerable adults

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